

THE STATE OF UTAH GOVERNOR'S AWARD FOR EXCELLENCE

Procedure, Criteria and Nomination Form
Nomination year January through December 2007

In December 2007 the Manager of The Year Award and the Employee of the Year Award programs were merged and renamed the Governor's Award for Excellence.

This award will not be distinguished as a team, manager or employee award, but as an award for excellence. Awards will be given for the following categories where the nominee demonstrates excellence in:

Heroism
Humanitarianism
Innovation and Efficiency

Integrity
Leadership
Outstanding Public Service

Specific nomination and category criteria are on pages 2 – 4.

I. NOMINATING PROCEDURE

A. Qualifications:

- 1) Any State of Utah executive branch employee, manager, or group of individuals is eligible to be nominated for an award.
- 2) An employee may be nominated for multiple categories, but is not eligible for more than one award in the same calendar year.

B. Who may nominate?:

Any employee, co-worker, supervisor or citizen may nominate for this award by completing and submitting a nomination form by the deadline to the agency human resource office.

II. SELECTION PROCESS

A. Form:

Nominations must be submitted using the completed Governor's Award for Excellence nomination form, which is the last page of this document. The form can also be obtained at <http://www.dhrm.utah.gov/>

B. Submission:

The individual nomination must be submitted to each agency human resource office (i.e., DWS-HR office, DNR-HR office etc. or designated agency HR Representative) by the deadline date. The agency human resource office will determine if there is any performance or other problems that would eliminate the nominee from consideration for this award.

C. Deadline:

To be considered for the Governor's Award for Excellence, all nominations must be submitted to each agency human resource office **by close of business on March 31, 2008.**

D. Process:

- 1) The Governor's Award Selection committee is comprised of: an appointee of the Governor's Office, a representative of the Certified Public Manager's Society, a representative of UPEA, a prior award recipient, and two DHRM employees.

- 2) The selection committee will review and score the nominations based on the criteria listed below, and will select the finalist nominations.
- 3) Scoring will be highest when the nomination gives specific examples and results of the nominee's achievement(s).
- 4) The finalist nominees will be interviewed by the Governor's Award Selection committee.
- 5) The Governor's Award for Excellence winners will receive a cash award and a trophy award.

III. CRITERIA:

While the commitment to excellence may be over a prolonged period of time, there must be a tangible achievement or accomplishment within the nomination year.

The following criteria will be used to select the recipients of the awards.

A. Nomination Criteria:

For every award, eligibility and recognition are intended for achieving results, not for planned activity or excellence in current activities. In addition, in the spirit of the collaborative essence of public sector employment, leadership in addressing issues collaboratively with other entities is a plus in the selection of honorees. Please note that where "achievement" or "achievements" are cited, we are seeking information on results achieved, not 'positions held.' Citing 'positions held' is welcome but "achievements" is intended in this 'results' context. Also note that for the purposes of these awards "collaboration" is defined as cooperative and joint efforts among multiple entities (more than two) over a sustained period to achieve results greater than the entities could achieve individually.

Endorsement letters are welcome.

An effective nomination will denote in two typewritten pages or less the professional and/or civic involvement histories of the nominee or group of nominees. Specifically, please provide examples of initiatives or activities in which the individual, or group of individuals, have:

- Demonstrated sustained leadership or commitment relative to increasing the quality of the services which the agency provides to internal or external customers;

And / or:

- Demonstrated exceptional leadership, courage, or commitment beyond the ordinary boundaries of his/her organization and/or assignments;

And / or:

- Engaged other teams, groups, organizations or officials to achieve significant change or progress relative to furthering the mission of the agency and/or increasing the quality of services, conditions, or policies that serve the citizens of Utah.

Tips for Writing an Effective Nomination

- Be sure to address all parts of each category completely. You want to make sure the committee has all the information they need about your nominee.
- Cite specific examples – use descriptive adjectives (“this person is a terrific team player”) and then give a situation or example that shows the attribute.
- Remember – the selection committee is relying on your words and examples to “see” your nominee’s contributions. Speak from your heart!
- Avoid the use of too many pronouns and run-on sentences. It makes the essay confusing and hard to read.
- Remember your audience does not know anything about the nominee; thorough explanations are critical to writing a great nomination.
- Make sure to proofread your statements. Simple grammar errors or misspelled words indicate hurried and sloppy work.
- If there are several people endorsing a nomination for a team or individual, it is recommended that each person write and submit their own nomination for that team or individual.
- A team nomination requires one two page written nomination, accompanied by a completed nomination form for each team member
 - EX: If Jane Doe, Mike Smith, and Tom Jones were on a team that was nominated, we'd expect 3 nominations forms with Jane, Mike and Tom's individual information, and they would accompany ONE, two PAGE written nomination.

*Tips updated 1/31/08

B. Category Criteria

Governors Award for Excellence in Leadership

- This award recognizes individuals or a group of individuals who implement strategies that hold principles of leadership development central to the way the organization functions;
- Incorporating innovative strategies and systems that encourage collaboration and leadership development in the organization and the community it serves;
- Embodying and promoting an inclusive and diverse workforce; and
- Inspires a shared vision among workgroups, leads by example and displays exceptional problem solving skills and continuously strives to improve work processes.

Governors Award for Innovation and Efficiency

- This award recognizes individuals or a group of individuals who foster innovation, demonstrates new thinking and generates leading edge programs, policies or processes;
- Develops and implements practices or plans that have revolutionized processes and created a new dimension of performance among work-groups; or introduces a new technology or distribution development or paradigm business model that produces measurable improvement and efficiency within the organization;
- Shows a prudent use of state resources and exercises economic efficiency;
- Demonstrates a concern for taxpayer dollars and has developed and implemented a plan for cost reductions or revenue enhancements that has achieved measurable results.

Governors Award for Heroism

- This award recognizes individuals or teams that have shown extraordinary courage, resourcefulness, and self sacrifice;
- A clear demonstration of a voluntary response to disaster where the person risked his/her safety or well being for the well being of others; or
- An act of service that demonstrates exceptional character and reflects an uncommon concern for the safety and well being of others.

Governors Award for Humanitarianism

- This award recognizes an individual or group that has shown respect and dignity to all people, regardless of factors of race, socioeconomic status or culture;
- Selflessly promoted human welfare and worked toward the advancement of humanity as a whole, demonstrating a spirit of sensitivity and awareness;
- Championed the cause of equal opportunity and independence for a person or population of people who are disabled or disadvantaged;
- Devoted benevolent and humanitarian service to the community at large;
- Demonstrated a record of successful advocacy.

Governors Award for Integrity

- This award recognizes an individual or group that are role models for exemplary business moral conduct who have demonstrated a sustained pattern of moral awareness, deliberation, character and conduct proactively that has built a reputation for integrity, inspiring others to lead exemplary moral lives in business;
- Demonstrated courageous and wise personal and or professional judgment in inclusively balancing moral results, rules, character and context in the formulation and implementation of policies and best practices when dealing with conflicting values and priorities;
- Demonstrates the capacity to design, champion and/or institutionalize an organizational compliance and ethics system and exert extra-organizational influence to enact a supportive context for continually improving business moral performance;
- Demonstrates a moral commitment to principled integrity, and demonstrates that commitment in individual and collective work performance.

Governors Award for Outstanding Public Service

- This award recognizes an individual or group who makes outstanding contributions and whose accomplishments can be viewed as models of public service within and outside the work environment;
- Individuals or groups who exhibit the highest standards of excellence, dedication, and accomplishment over a sustained period of time and who are creative and highly skilled career managers at all levels of the public service;
- An individual who throughout his/her career has, in a collaborative and sustained manner, made a difference in the larger community;
- Demonstrated public service without direct or indirect efforts to obtain personal publicity or individual recognition.

THE STATE OF UTAH
GOVERNOR'S AWARD FOR EXCELLENCE

Nomination Form for Nomination Year January through December 2007

This award is for executive branch employees, managers or groups of individuals. Anyone may submit nominations. This nomination is for the following category (please mark one):

_____ Heroism	_____ Integrity
_____ Humanitarianism	_____ Leadership
_____ Innovation and Efficiency	_____ Outstanding Public Service

Nominee's Name _____

Use additional sheets of paper for team nominations.

Title _____

Agency and Division _____

Work address/City/Zip _____

Work phone number _____

Nominee's Supervisor _____

Title _____

Agency and Division _____

Work address/City/Zip _____

Work phone number _____

Nominator's Name _____

Title _____

Agency/Division or Company _____

Work address/City/Zip _____

Work phone number _____

Instructions for completing and submitting the nomination:

1). A narrative of no more than two (2) printed pages explaining the nominee's performance and reason(s) for consideration for this award **must** accompany this form. Incomplete or improperly filled out forms may result in disqualification for the award.

Describe how the person or team exhibits or demonstrates the listed qualities or abilities. **Please provide specific examples including outcomes.** Additional documentation, such as letters of commendation, newspaper articles, etc., will be considered in evaluating and validating nominations.

2). Nominations must be submitted to their agency Human Resource office or HR representative **by close of business on March 31, 2008.**

For questions, please call DHRM at (801)538-3025.